

HISTORIC ALTERATION CERTIFICATE
APPLICATION
TOWN OF RICO

Applicant Name: _____ **Phone No.** _____

Address: _____ **Fax No.** _____

_____ **E-Mail:** _____

Please include a separate letter if the Applicant will be represented by an agent or other representative.

Street Address and Legal Description of Subject Property:

Zone District of Subject Property: _____

- ___ 1. Title Certificate from title company or attorney opinion letter listing name of property owner(s), liens, easements, judgments, etc., affecting title to the property.
- ___ 2. Statement from County Treasurer showing status of current taxes due on affected property.
- ___ 3. Letter of agency if Applicant is other than the owner of the property.
- ___ 4. Complete narrative describing the proposed alterations and statement describing how the application complies with the review standards (See Section 443.5).
- ___ 5. An Application Fee in the amount of \$150.00.

Please see Rico Land Use Code for regulations concerning Historic Landmark regulations, particularly Section 443. Include building elevations and other relevant construction drawings (Section 443.3). Note: Review of façade alterations by the Board of Trustees is required for buildings in the Historic Commercial Zone District (see Section 240.)

I swear that the information provided in this application is true and correct and that I am the owner of the property or otherwise authorized to act on behalf of the owner of the property.

Signature: _____ **Date:** _____

FOR TOWN USE ONLY:

Date Application Received: _____	Date of Hearing: _____
Application Fee Received: _____	Planning Commission Action: _____
Application Complete: _____	Approval Subject to Conditions: _____
Mailing Notice Complete: _____	Application Reviewed by: _____